

# Zippping Files Using Info-Zip's Wiz

## Introduction

Info-Zip can be used free of charge. View license agreement at <http://www.info-zip.org/license.html> . The following are instructions for downloading, installing, and using the info-zip product. Instructions are based on the Windows 98 environment. Some steps may vary slightly depending on your operating system. It is recommended that you print these instructions as a guide.

## System Requirements

Windows 95 or later

## Downloading

- 1) Go to the web page where the Info-Zip file is located and click "Download Here":  
<http://www.epa.gov/cdx/test/zipintro.htm>
- 2) Download the WiZ file (a combination Zip/UnZip graphical front end for Windows platforms).
- 3) Select "save" option. It will automatically save the file in "c:\windows\temp\" . Remember this location and file name for later.
- 4) Click "save".

## Installing

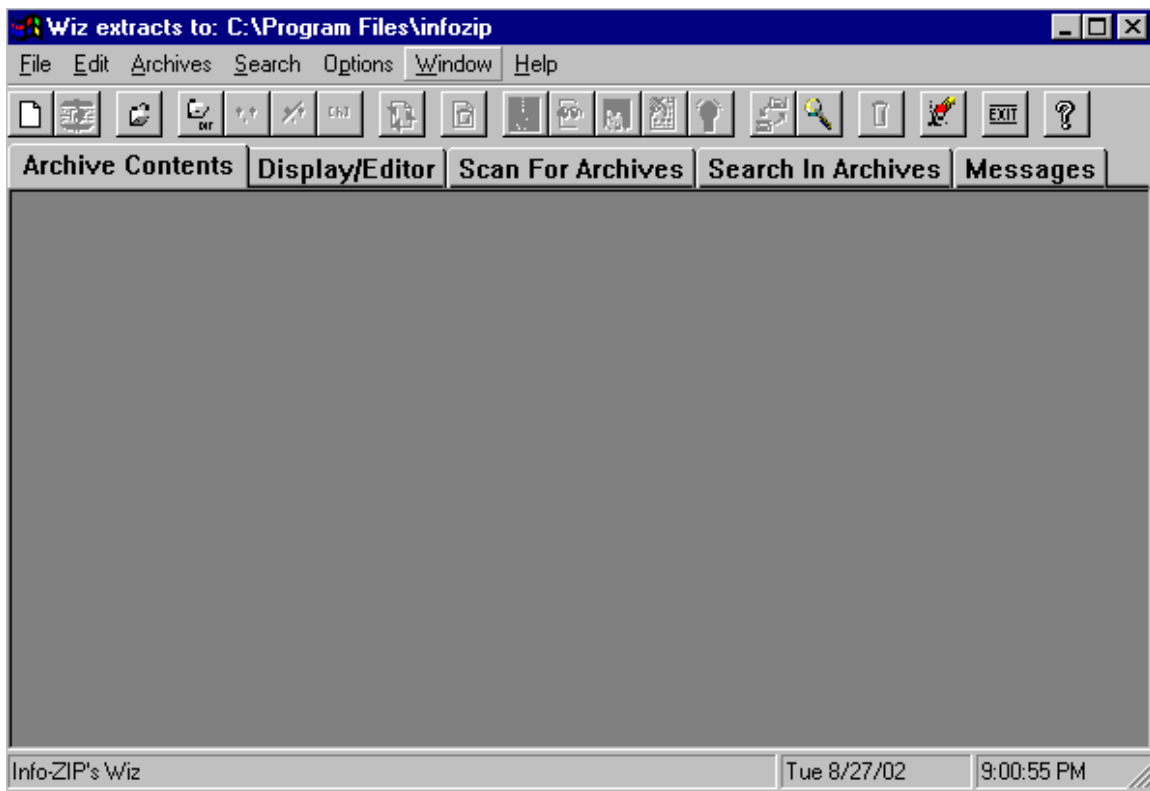
- 1) Double click on the "My Computer" icon on your desktop.
- 2) Go to "c:\windows\temp\" and find the file you just downloaded. (Note: In Windows 98 when you click on the "windows directory" you will need to click "show files" on the left to view the next slevel of directories)
- 3) Double click on the file you just downloaded.
- 4) At the next prompt, click on "browse".
- 5) Select c:\program files
- 6) Create a new directory called "infozip" and click "set".
- 7) Click "extract"
- 8) Click "OK" When you see a message stating "all files extracted OK".
- 9) Click "Done"
- 10) Double click on the "My Computer" icon on your desktop.
- 11) Go to c:\Program Files\infozip\Wiz (may say Wiz.exe)
- 12) Right click and select "create short cut". A short cut "Wiz" copy will appear in the same location.
- 13) Go to the short cut version, right click and select "cut".
- 14) Exit "My Computer" and go to your Desktop

15) Right click and select "Paste". You should see a new icon called "Shortcut to Wiz"

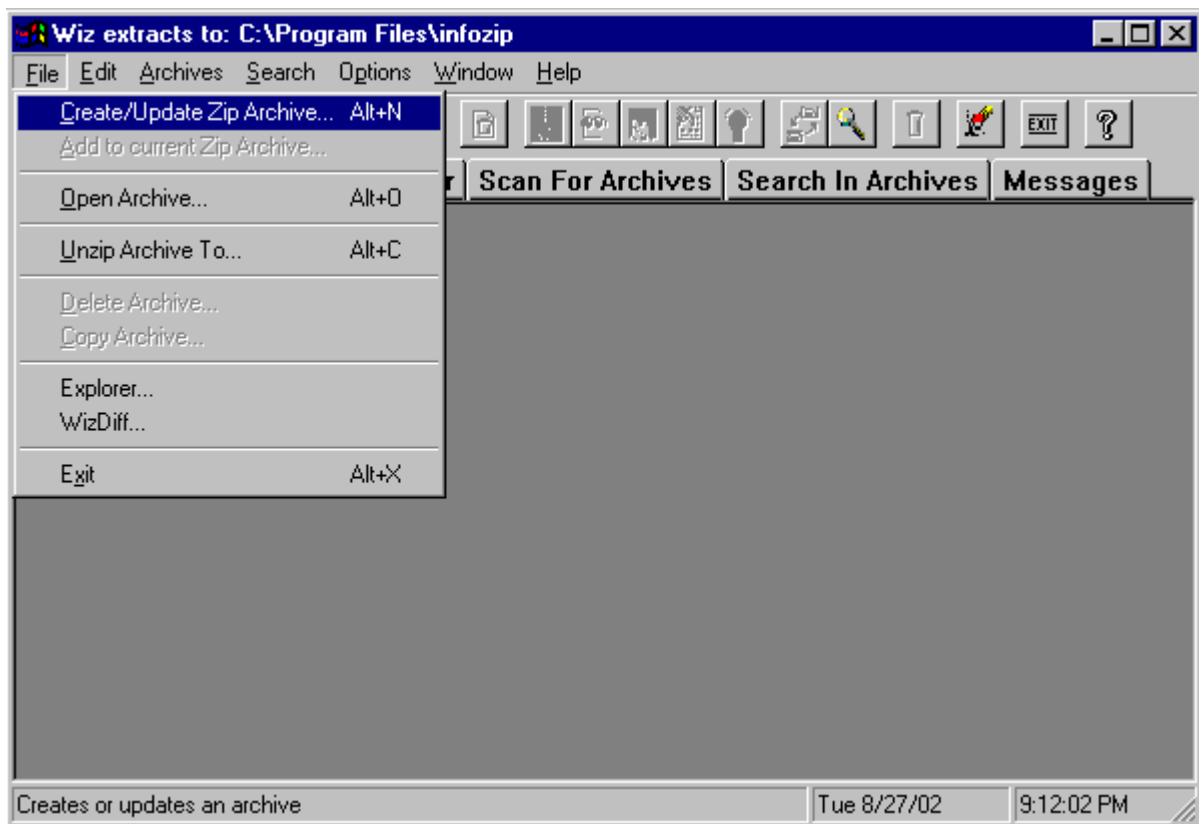
### Using Info-ZIP's WIZ:

1) Move all files you want to zip into the same directory on your computer or network drive.

2) On your desktop, double click on "ShortCut to Wiz" and it will launch the following screen.

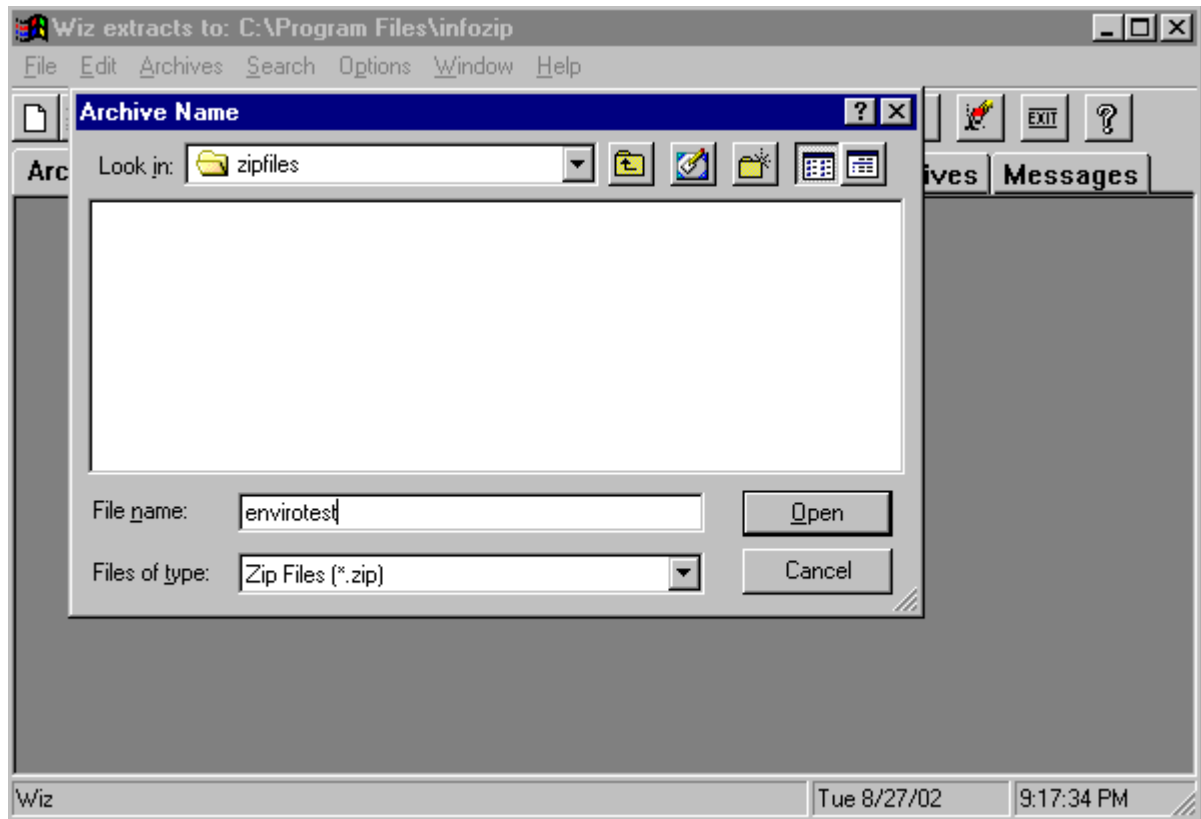


3) Select "File" then "Create/Update Zip Archive".



4) In the box labeled “File Name” Type in the appropriate file name for the zip file. Remember which directory you saved it on your computer.

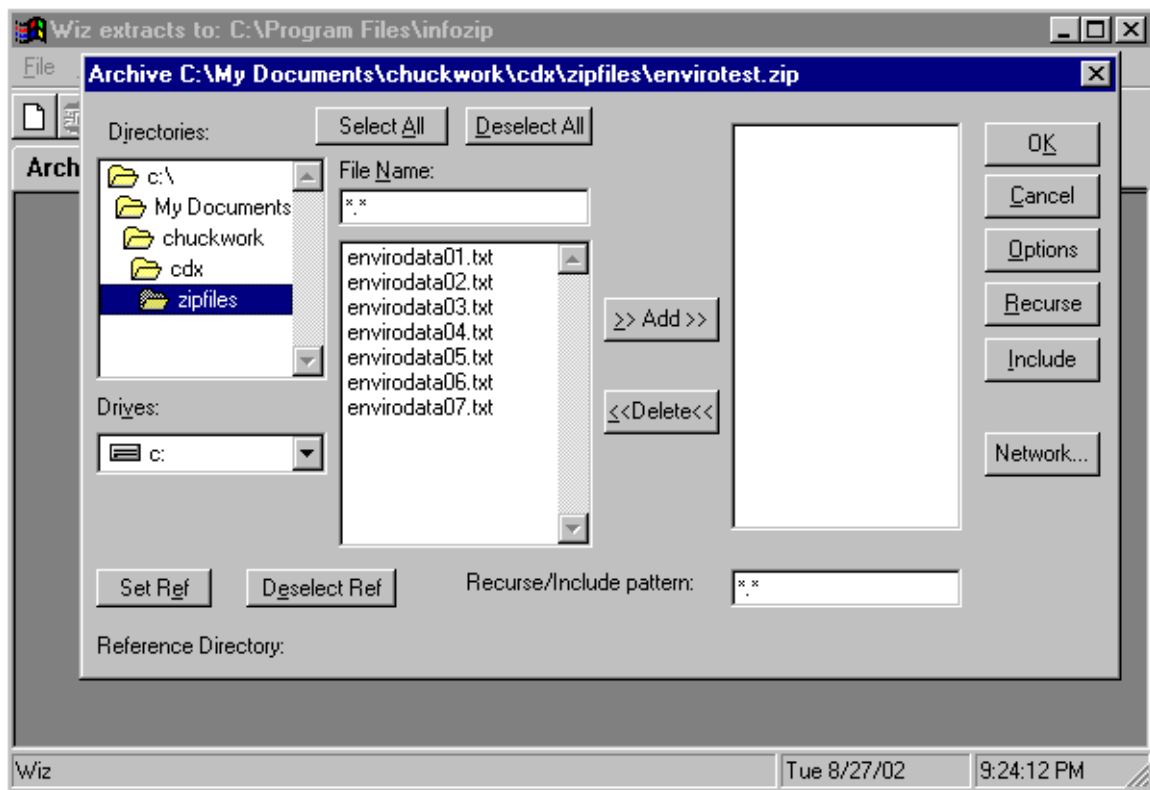
(Note: Many programs have requirements on how you name your files. Follow instructions based on your specific program office requirements. The “.zip” at the end of the file will be automatically added to the file name so do not repeat.)



5) Click “Open” after naming your zip file.

6) Find the directory you placed your files using the “directories” window on the left side of the screen. You have several options to place files into the target zip file window to the right using “select all” or by holding the control button on your keyboard and selecting all the files in that particular directory. When finished in that directory, click the “Add” button on the screen to place them in the target zip file location on the right side of the screen. If necessary, change “directories” or “drives” on the left side of the screen to find and add more files located in other directories.

(Note: Only select valid files according to your program office requirements and in accordance with the proper naming conventions.)



7) Click "OK" at the top right and you will see the following screen showing the directories and file names of the files you selected for zipping. You have successfully created a zip file. Remember where you placed the file so you can upload to CDX.

